



Ruth Weber – Recorder ²²⁷
(309) 888-5170 FAX (309) 888-5200
104 W. Front Street, Room 708
Bloomington, Illinois 61702-2400
Hours: Monday - Friday 8:00am to 4:30pm
www.mclean.gov

Recording Fee Schedule, CH, 34P, 3-5018 – Effective: November 1, 2000

Instruments filed in the office of the County Recorder include a \$12 Recording Fee plus a \$3 Restoration charge for a minimum of \$15.00. Only originals are accepted for Recordation.

There is a \$3.00 fee to be used for maintaining the GIS (Geographic Information System).

FEES

For recording deeds or other instruments, first four pages	\$18.00ea
Each additional page	1.00ea
Additional Document reference number within instrument	7.00ea
Microfilm copies – first (1 st) page	2.00ea
Additional pages	1.00ea

ASSIGNMENTS

Assignments of mortgages, liens, leases – first four pages	\$18.00ea
Each additional page	1.00ea
Additional assignments within same instrument	7.00ea
Assignment – oil, gas, minerals – four pages	18.00ea

CONDOMINIUMS

Condominium plats – w/requirements & 3 copies, original retained by Recorder	\$56.00ea
Additional pages to Condominium plat, dimensions, elevation units, etc.	10.00ea
Additional pages to declaration/ownership	1.00ea
Amended or add-on Condo – same requirements as above	

Corporations

Corporation Records/Reports/Amendments, Ltd. Partnerships, etc. filed by individuals w/four pages	\$18.00ea
Additional pages	1.00ea

FINANCING STATEMENTS

All UCC filings (original, amended or continuation financing statements, and assignments, regardless of the number of debtors and any attachments.) Fee includes \$3.00 Document Storage Charge	\$26.00ea
There is no additional charge for any UCC filing for extra names, attachments nor non-standard forms.	
Termination Statements (Document Storage only)	3.00ea
Financing Searches – per name or stated husband/wife	10.00ea
Filing in Real Estate Records	18.00ea
Copies	1.00ea

JUDGEMENTS

Judgment memorandums & release w/4 pages	\$18.00ea
Lis Pendens notices & releases w/4 pages	18.00ea
Instruments referred to by document # and additional pages	1.00ea
Instruments referred to by additional document #	7.00ea
Monument Records	18.00ea
Notice of Probate	18.00ea

LIENS

Liens w/four pages	\$18.00ea
Additional Pages	1.00ea
Extra Document #	7.00ea

MILITARY DISCHARGE RECORDS – file w/two certified copies**No Charge**

Additional certified copies of Discharge Record	1.25ea
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MORTGAGES

Mortgages, Agreements, Extensions – four pages	\$18.00ea
Each additional page	1.00ea
Additional Document # - per page	7.00ea

ORDINANCES

Ordinances (Annexations, De-Annexations) require map/plats to accompany	\$18.00ea
Ordinances w/original & 3 copies (minimum)	
Additional pages after four or oversize	1.00ea

PLATS

Sizes: 8 ½" x 14" to 30" x 36"	
Maps or Plats for Additions or Subdivisions	\$56.00ea
Extra Plats	10.00ea
Each additional page	1.00ea
Certification, etc. accompanying Map or Plat per page	1.00ea

RELEASES

Release w/legal description	\$18.00ea
Releases w/additional Document #, Book/Page	7.00ea

SPECIAL ASSESSMENTS

Special Assessments map/rolls 8 ½ x 14" four pages	\$18.00ea
Special Assessments releases	18.00ea
Additional Pages to lien/release	1.00ea
Additional Document #, Book/Page	7.00ea

SURVEYS

Surveys 8 ½" x 14" four pages	\$18.00ea
Surveys attached to Deed – for four pages	18.00ea

Forms available from the Recorder's office are;

Real Estate Transfer Declarations	Affidavit – Metes & Bounds
Deed Forms	Lis Pendens
Mechanic Lien Forms and Releases	Memorandum of Judgement
Monument Record	Mortgage Releases
Plat Affidavits	Termination Statements
Quit Claim Deed	Warranty Deed and Warranty Deed Corporation.

These forms are available in the Recorder's Office at no charge. For your convenience they are also available on computer media for \$15.00.

All Deeds to be Recorded MUST include the following:

- 1) Statement of exemption or Transfer Tax Declaration
- 2) By whom the Deed was prepared
- 3) To whom and where the future tax statements are to be sent
- 4) Notary seal, date and signature
- 5) A complete legal description which should include
 - a. A specific Lot, Block and Subdivision name
 - b. A specific Quarter Section, Section TWP and Range
 Example: Being a part of Lot 1 BL 1 in John C Smith's Sub
 Example: Being a part of SW/4 of SEC. 1 TWP. 19 RGE.11
 - c. Permanent Index Number of Legal Description
- 6) Complete return address

Legal advice, opinions, or legal descriptions will not be given by the Recorder's Staff either in person or by telephone.

Ruth Weber, McLean County Recorder
Law & Justice Center
104 W. Front, Room 708
Bloomington, IL 61701
(309)888-5170

TO: _____ Date: _____

Your document is being returned "UNRECORDED" for the reason(s) checked below:

- ☐ Recording fee of \$ _____ not enclosed. (55ILCS 5/3-5018)
- ☐ Additional recording fee of \$ _____ required. (55ILCS 5/3-5018)
- ☐ Payment of \$ _____ for Real Estate Transfer Tax not enclosed.
- ☐ Transfer Declaration or "Exemption from Revenue" not enclosed.
- ☐ Check not endorsed.
- ☐ Name and Address of the **PERSON** (and firm) preparing instruments affecting title to real estate must appear on the instrument. (55ILCS 5/3-5022)
- ☐ "RETURN TO" omitted. Indicate complete name and address of where this document should be returned by this office.
- ☐ "GRANTEE ADDRESS" must be stipulated on all deeds. (55ILCS 5/3-5026)
- ☐ "NAME AND ADDRESS OF PARTY TO RECEIVE TAX BILL" must appear on each deed, contract, agreement for deed, or document which may affect the taxing status of real estate. (765ILCS 5/35c)
- ☐ Incomplete or unacceptable legal description according to the Illinois Compiled Statutes. (765ILCS 5/35c)
- ☐ Property Identification Number must be listed. (County Ordinance, May 16, 1995)
- ☐ Acknowledgment/notarial statement incomplete.
- ☐ ALL signatures must be **ORIGINALS**.

Additional fees required under Illinois Statutes 55ILCS 5/3-5018:

- ☐ Document is larger than 8 1/2" x 11", is permanently bound, or a continuous form.
- ☐ Document contains colored ink, is not typewritten or computer generated.
- ☐ Document contains type smaller than 10 point.
- ☐ Document is not white paper of at least 20lb. weight.
- ☐ Document does not contain a clean 1/2" margin on top, bottom, right or left side.
- ☐ The first page of the document does not contain a blank space measuring at least 3" x 5" in the upper right hand corner.
- ☐ Document contains an attachment stapled, taped or otherwise affixed to a page.
- ☐ Other: _____

PLEASE RETURN THIS COVER LETTER WITH YOUR DOCUMENT